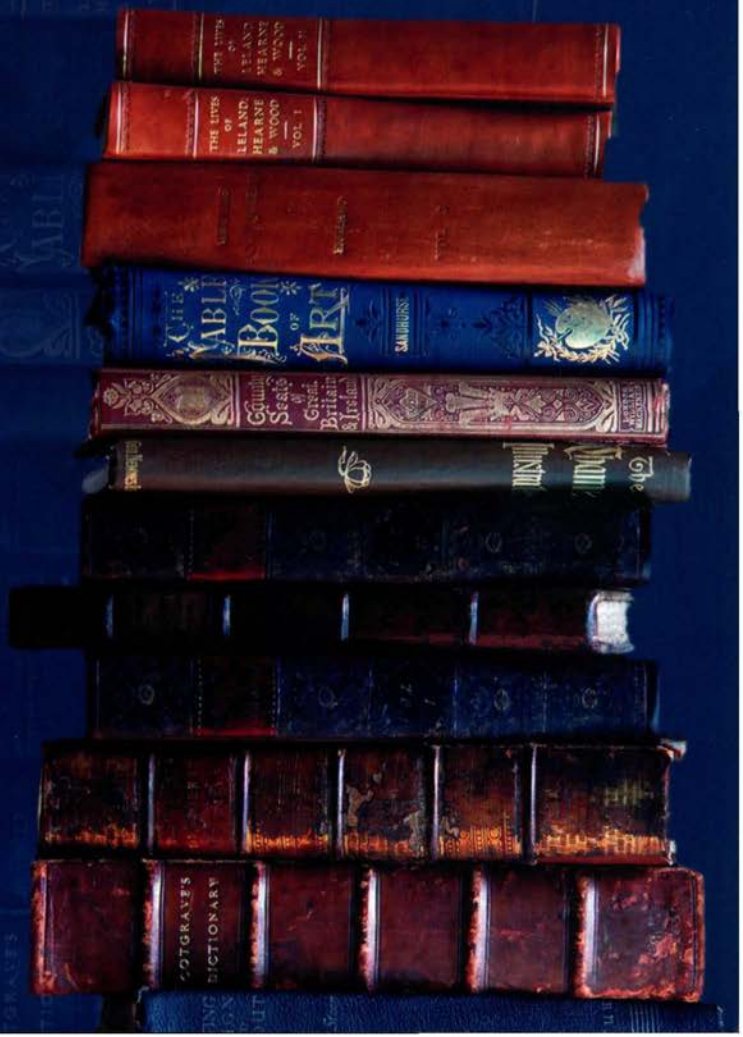
Reader's Guide To The National Library Kolkata Government Of India 2013



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MINISTRY OF CULTURE
GOVERNMENT OF INDIA

READER'S GUIDE TO THE NATIONAL LIBRARY KOLKATA GOVERNMENT OF INDIA 2013

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E-mail	http://www.nationallibrary.gov.in/
Blog (Indian Library Review)	natlibcc.blogspot.com

Reader's Guide to the National Library Kolkata Government of India

1. History and Identity

The National Library derives from Calcutta Public Library, a proprietoral institution established in March 1836. Subsequently, Calcutta Public Library was merged with the Official Imperial Library – which had been set up in 1891 – and a number of other secretariat libraries. It was formally opened to the public and renamed the Imperial Library on 30 January 1903. John Macfarlane, Assistant Librarian of the British Museum, was appointed Librarian. Harinath De took charge in 1907 as the first Indian Librarian.

After Independence, the Imperial Library was renamed the National Library (1948) and accorded special status in the Constitution as an institution of national importance. B. S. Kesavan was appointed Librarian, and the collection was shifted from Metcalfe Hall to the former residence of the Governor General of Bengal at Belvedere, Alipur. The National Library was opened to the public by Maulana Abul Kalam Azad on 1 February 1953.

The National Library serves as a permanent repository of all reading and information materials produced in India, all printed material authored by Indians, and materials concerning India irrespective of language, nationality of author and place of publication. In accordance with the Delivery of Books and Newspapers (Public Libraries) Act 1954, all Indian publishers publishing in any language from any part of the country are legally bound to deposit one copy of the publication to the Library.

2. Admissions

Admission to the Reading Rooms is open to all persons not less than 18 years of age and having Reading Room cards. The competent authority reserves the right to relax the rules and issue one-day Reading Room tickets. Admission forms and lending forms may be downloaded from our website.

Children below the age of 14 are allowed the use of the Children's Library on the ground floor of Bhasha Bhavan. Admission to the Children's Library is free.

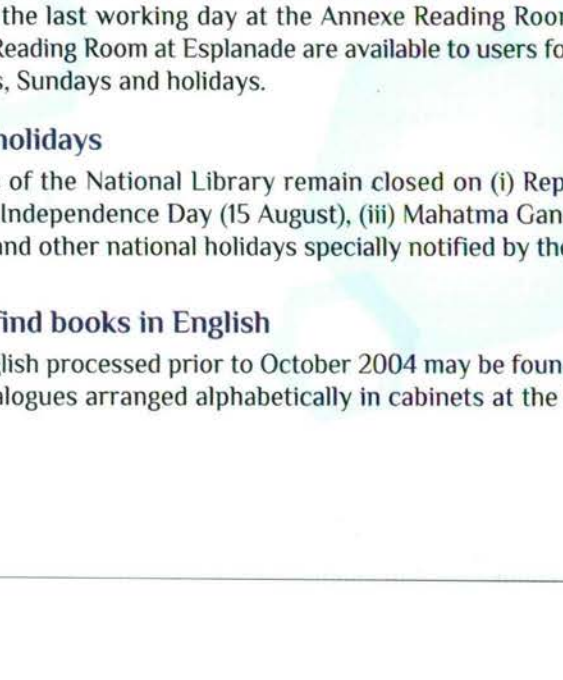
3. Hours of opening

The Reading Rooms at Bhasha Bhavan and on the second floor of the Annexe Building remain open on all working days between 9 am and 8 pm, and on Saturdays, Sundays and other notified holidays between 9.30 am and 6 pm.

The Old Newspaper Reading Room at Esplanade remains open on all days between 9.30 am to 6 pm including Saturdays, Sundays and other notified holidays.

Other Reading Rooms located at the Rare Books Division, Map Division, Asutosh Collection, Foreign Languages Divisions, Science and Technology Division and Foreign Official Documents Division remain open between 9.30 am and 6 pm on working days, and is closed on Saturdays, Sundays and notified holidays.

The supply of books and documents stops one hour before closing time.



4. Supply of books and documents

Books and documents at the English Periodicals Reading Room (on the second floor of Bhasha Bhavan) and at the Old Newspaper Reading Room at Esplanade are not supplied on holidays. Requisitions are serviced at these Reading Rooms between 9.30 am and 5 pm on working days. Books and documents that are reserved on the last working day at the Annexe Reading Room and the Old Newspaper Reading Room at Esplanade are available to users for consultation on Saturdays, Sundays and holidays.

5. Library holidays

All Divisions of the National Library remain closed on (i) Republic Day (26 January), (ii) Independence Day (15 August), (iii) Mahatma Gandhi's Birthday (2 October) and other national holidays specially notified by the Government of India.

6. How to find books in English

Books in English processed prior to October 2004 may be found by browsing the card catalogues arranged alphabetically in cabinets at the Main Reading

17. Lending

Books are lent to members of the public who have applied for and obtained a borrower's ticket on depositing as security a sum of money adequate to cover the price of book(s) lent or possibly a higher amount, if the value of the book(s) lent so demands. The minimum amount acceptable as security is Rs 200 (Rupees two hundred only), and in the case of additional deposit the minimum amount acceptable is Rs 50 (Rupees fifty only) or multiples of the sum. Manuscripts, periodicals, Indian official documents, foreign official documents, newspapers, non-book materials, items in gift collections and books that are vulnerable to transit are not lent out.

18. Electronic resources

The National Library subscribes to nearly 7000 on-line journals, dictionaries, bibliographies and databases from leading publishers such as Oxford, Cambridge, Sage, Elsevier, Taylor and Francis, Project Muse, Hein Online, ACS, Indian Journals.com, J-STOR, etc. These can be accessed on-site at the Electronic Resource Centre, Main Reading Room, Bhasha Bhavan.

Over 16541 books have already been digitised in order to facilitate access to these rare and old books.

The Electronic Reference Collection includes Cambridge University Press (Reference Collection), Oxford English Dictionary, Oxford Bibliographies Online, ProQuest Dissertation and Thesis Full Text, McGraw Hill Education: Access Science, Elsevier: Scopus, Sage Knowledge etc.

The National Library has subscribed to e-books which include Early English Books Online (EEBO), Cambridge University Press, Gale: 18th Century Collections Online, OUP (e-books; Oxford Scholarly books Online; University Press Scholarly Online), Taylor & Francis, Springer's Lecture Notes on Computer Science, Springer: Humanities, Social Science & Law (2011-12), Wiley & Blackwell e-books, Pearson Education (Computing, Professional Comp, etc), Elsevier etc.

19. Inter-library loans

The Library provides facilities for inter-library loan. Such loans shall be subject to instructions issued from time to time by the heads of the Divisions / Sections.

20. Photocopying and other imaging services

Readers may order photocopies and microfilm print-outs. However, photocopying and microfilming from books that are rare and brittle, and in poor physical condition may not be permitted. In cases where photocopying

is not permitted, readers may be allowed to take images with their own digital cameras subject to prior permission. The limits of copying are regulated by norms of fair use. For special permission beyond regular limits, and for printed copies of digital materials, permission stating reasons has to be sought.

21. Bibliographical services

The Library answers readers' queries and provides bibliographical information. Please check our website (under 'Services and Memberships') for details.

22. Use of laptop computers

Laptops may be used inside the Library with prior intimation. The Main Reading Room at the Bhasha Bhavan is provided with wireless internet connectivity.

23. Regulations

Please check our website for Library and Reading Room rules.

24. Bags and belongings

There are baggage counters at the entrance of each building. Readers may safely deposit their personal belongings. There are two such counters at the Bhasha Bhavan, one at the first floor level and one on the ground floor near the Children's Library. Soon lockers might also be made available for the purpose.

25. Differently enabled readers

There are ramps located at the south-west entrance of Bhasha Bhavan from the street level. Wheelchairs may be used to negotiate swing doors and lifts on the way to the various Reading Rooms located inside the Bhasha Bhavan. A wheelchair is available near the ground floor entrance. A toilet, specifically designed for the differently enabled, is located on the first floor of the Bhasha Bhavan. A stretcher is also available in case of emergencies. Differently enabled users may contact the Help Desk at the Main Reading Room (24791381 Ext: 281) for further information, if necessary.

26. Canteens

The departmental canteen is located next to the Annexe Building and remains open from 10 am to 6 pm. There is a manned-dispenser for tea and coffee on the first floor lobby of the Bhasha Bhavan. A cafeteria on the ground floor of the Bhasha Bhavan is at present available for use only for those who hire the auditorium.

27. Heritage building

The 'heritage building' known variously as the 'Main Building' or the 'Belvedere House', has been vacated and handed over to the Archaeological Survey of India for renovation. The National Library has plans to suitably re-utilise this heritage building once it is handed back by the ASI.

28. Exhibition Gallery

The Exhibition Gallery(also known as the Art Gallery) is located on the ground floor of the Bhasha Bhavan and shares a common entrance with the Auditorium.

29. Publications

In addition to catalogues, the National Library publishes books of historical and bibliographical importance. A full list is available on our website. Copies may be bought at the lobby counter on the first floor, or ordered long-distance. The price may be paid in advance by Money Order or Demand Draft. The Money Order or Demand Draft is to be sent or drawn in favour of The Director General, National Library, Kolkata. Please check our website (under 'Publications') for details.

30. Conference Halls

There is a large Conference Hall on the fourth floor of Bhasha Bhavan. The Conference Hall is used for meetings, training sessions and seminars of the Library. It seats around 90 persons and may be rented out subject to certain rules. There is also a Mini Conference Hall on the same floor.

31. Auditoriums

The auditorium on the first floor of Bhasha Bhavan seats 545 persons. This is where seminars and conferences and other major events organised by the Library are usually held. It may be rented out subject to certain rules. The old auditorium is occasionally used for Library events.

32. Location of the Divisions and Sections

Bhasha Bhavan

Basement

Rare Books Division (to be shifted soon from the Annexe Building)

Stack Division (out of bounds)

Ground Floor

Acquisition Division: DB Act

Acquisition Division: Book Orders

Cafeteria (separate entrance)

English Language Processing Division (ground floor)

Exhibition Gallery (also known as Art Gallery; separate entrance)

Indian Language Divisions (including Assamese, Bengali, Gujarati, Hindi, Kannada, Malayalam, Marathi, Odia, Punjabi, Sanskrit, Tamil, Telugu, Urdu)

Stack Division (out of bounds)

First Floor

Auditorium (separate entrance)

Bibliography Division

Cash Extension Counter (for readers)

Electronic Resource Centre, Main Reading Room

English Serials Division

Enquiry and Sales Counter

Lending Section

Main Reading Room

Membership Counter

Science and Technology Division

Second Floor

English Periodicals Reading Room

Indian Writers Gallery (second floor)

Microform Library

Office of PLIO (II) and LIO's

Office of the Tagore National Fellow and Tagore Research Scholars for Cultural Research

Old Newspaper Stack and Reading Room (to be shifted from Esplanade)

Resource Centre for the Visually Challenged (to come up soon)

Reprography Division

Special Seating Facilities

Third Floor

English Periodicals Stack (out of bounds)

Fourth Floor

Administration Divisions and Sections

Cash

Conference Hall

Director General's Office

Mini Conference Hall

Office of PLIO (I)

Annexe Building

Ground Floor

Map Division

First Floor

Indian Official Documents Division and Stack

Second Floor

Annexe Reading Room and Stack (for consulting Indian official documents and newspapers)

Third Floor

Hindi and Bengali Unbound Periodicals and Newspaper Stack and Reading Room

Fourth Floor

Asutosh Collection: Reading Room and Stack

Fifth Floor

Gift and Exchange Division

Sixth Floor

Newspaper Stack and Reading Room (English, Hindi, Bengali)

Seventh Floor

Foreign Language Divisions (including Russian, German, Spanish, Arabic and Persian)

Eighth Floor

Foreign Language Divisions (including Chinese, French)

Ground Floor of Extension to the Annexe Building

Departmental Canteen

First Foor of Extension to the Annexe Building

Central Reference Library, Ministry of Culture

New Annexe Building

Ground Floor

Preservation Division (Binding and Mending)

Supply and Stores Section

First Floor

Computer Division

Foreign Official Documents Division

Second Floor

Indian-Language Newspaper and Periodicals Stack (out of bounds)

Some of the Other Structures on the Belvedere Campus

Auditorium (old)

Belvedere House (handed over to the ASI for restoration)

Central Reference Library

Conservation Division: Laboratory

Garden Division

National Library Employees Association

National Library Staff Association

Reader's Hostel (to be opened soon)

Rooms for Outsourced Conservancy Staff

Security Division

Old Newspaper Reading Room at at 6 Esplanade East, Kolkata 700016 (near Raj Bhavan)

Old Newspaper Reading Room (to be shifted soon to Bhasha Bhavan, second floor)